MAIN HRS

DCDS Reports

Batch Reports - F
HR-002 - Default Distribution Errors Report

Purpose: This report identifies errors in the default distribution/standard coding blocks that were entered in the Human Resource Management Network (HRMN) and detected when that data was interfaced to DCDS in the batch processing cycle. These errors are found when comparing the coding blocks supplied by HRMN to the valid R★STARS coding blocks stored in DCDS. This report is used to correct coding block errors.

Frequency: As requested (daily, weekly, monthly, yearly)

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, Employee Name

Media: The report is printed at the designated printer.

Retention: Per Department Policy

Information:

A. The Default Distribution Error report is accessed through the Reports, Batch, F-Default Distribution Errors items on the menu. Only errors that exist when the report is run will appear on the report. When errors are corrected, they will no longer appear on the report. No historical errors will be available.

B. The following detail is displayed:

- Employee Name
- Employee ID (EMP ID)
- Social Security Number (SSN)

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Information (Continued):

B. The following detail is displayed *(continued)*:

- Human Resource Management Network Department Number (HRMN DEPT)
- Timekeeping Unit (TKU)
- Coding Block Data
- Percent
- Start Date
- End Date
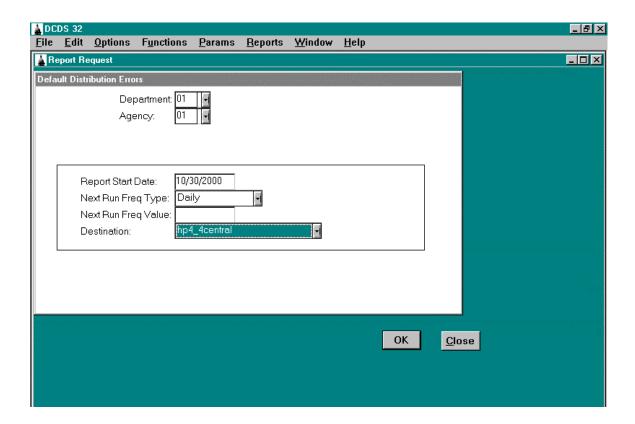- Error Code and Description

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Report Request Screen

To display the Report Request screen for the Default Distribution Error report, select the Reports menu item from the Menu bar and click on the Batch menu item. From the cascading menu, click on F-Default Distribution Error Report item.

The Report Request screen allows users to enter the appropriate criteria to request the report.

Enter or select the Department and Agency. Enter the Report Start Date, select the Next Run Frequency Type (daily, monthly, etc.), enter the Next Run Frequency Value, and select the Destination where the report is to be delivered. When the appropriate information has been entered, click the OK button.

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DCDS Reports

HR-002 - HRMN Default Distribution Errors

```
ZA09002Z01    2   HR-002                        MAIN HUMAN RESOURCE SYSTEM                                    DATE: 10/27/2000
                                               HRMN DEFAULT DISTRIBUTION ERRORS                               PAGE:        1

DEPARTMENT: 59   TRANSPORTATION
AGENCY    : 01   TRANSPORTATION CENTRAL OFFICE


 NAME:                                 EMP ID      SSN        HRMN DEPT   TKU
-----------------------------------------------------------------------------
                              --GRANT--         --PROJECT--
              AY   INDEX  PCA  NO    PH  AG1  NO   PH  AG2    AG3    MULT CD    PERCENT    START DATE    END DATE
                              ---------------------------------------------------------------------------------------
NEARY, MERL D                         133224   590-10-4646  DEPART        466
              00   1234   123                                                  100.0    01/01/1999   12/31/2002
                   ERROR 100:   INDEX CODE STATUS INVALID
```

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